



JRRD Editorial Policies 2009

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JRRD EDITORIAL POLICIES

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***JRRD* Editorial Policies**

JRRD general policies and procedures are reviewed by VHA Handbook 1203.05. The *JRRD* Web site can be found at <http://www.rehab.research.va.gov>.

***JRRD* Mission**

To responsibly evaluate and disseminate scientific research findings impacting the rehabilitative healthcare community

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I. GENERAL POLICY

A. Top Four Reasons to Publish with *JRRD*

1. *High Visibility*: *JRRD* is an established and well-respected journal widely distributed to national and international audiences in print and electronic formats. Internet downloads from the *JRRD* Web site totaled 3.7 million in 2007 from six continents.
2. *Accessibility and Archiving*: Research is freely available to anyone with an Internet connection. No subscription or registration is required to access full-text articles online. Articles are archived on *JRRD's* Web site, PubMed, and many other abstract indexing companies. Legacy archival materials dating back to 1977 are available on the *JRRD* Web site.
3. *No Use Restrictions*: After publishing on the *JRRD* Web site, authors are free to print copies of their articles to share with colleagues or post on the Web. Dissemination for educational and scientific purposes is permitted without restriction and encouraged.
4. *Ease of Publication*: Electronic submission and peer review make publishing your research simple and efficient.

B. Submitted Manuscripts

All submissions to *JRRD* must go through the online peer-review and submission program Manuscript Central (<http://mc.manuscriptcentral.com/jrrd>). The *JRRD* Editorial Office is not permitted to upload submissions for prospective or current authors. However, the Office is ready to assist those who require assistance with the submission process. Submissions to *JRRD* are initially reviewed for completeness before the review process is initiated. All components as spelled out in the "Guidelines for Contributors" section (p. 1.7; also available online through Manuscript Central) are required. Any incomplete

submissions will be held by the Editorial Office and the authors instructed to complete their submissions. If the instructions are not followed, the Editorial Office will withdraw the submission. Authors can obtain assistance with an incomplete submission by contacting the Editorial Office. Manuscript Central collects the names of the first five authors on a manuscript for metadata purposes only. *JRRD* imposes **NO LIMITS** on the number of authors on any submitted manuscript. All authors who contributed to the work should be listed on the manuscript and on both of the required forms ("Statement of Originality" and "Conflict of Interest"). Prior to electronic submission, we strongly encourage our international authors to use a language-editing company that specializes in editing documents written by nonnative English speakers. Possible suggestions include American Journal Experts (<http://www.journalexperts.com/>) and Science Docs, Inc (<http://www.sciencedocs.com/index.htm>). (*JRRD* does not endorse either of these companies and makes no claims about the quality of the services provided. Authors are responsible for the cost of these services.)

C. Peer Review

Once submissions have been successfully completed, members of the *JRRD* Editorial Board are consulted and the review process commences. For reviewer instructions, please see the "Instructions to Reviewers" section (p. 1.12; also available online through Manuscript Central). All *JRRD* submissions undergo single-blind review (authors blinded to reviewer(s)) with input from an Editorial Board member familiar with the specific topic area. While editorial decisions are not typically a simple matter of additive assessments from reviewers, authors should bear in mind that the decision is generated by considering the reviewers' concerns, the strength of their arguments, the recommendation from the Editorial Board member who is managing the submission, and

the opinion of the Editor. At *JRRD*, we average 3 reviewers per manuscript, and if significant disagreement exists among the reviewers, an adjudicator is typically requested to review the manuscript, consider the current reviews, and provide a modicum of consensus if possible. The decision to request an adjudicator lies with the Editorial Board member handling the submission. All editorial decisions regarding manuscript disposition are final. However, rebuttals concerning editorial decisions can be directed to the Editor for consideration. Rebuttal letters will be shared with the Editorial Board member who managed the submission, and a final letter regarding the rebuttal will be issued by the Editor to the author.

All manuscripts submitted to *JRRD* are held in strict confidentiality throughout the review and production process. The Editor and Editorial Board members are not permitted to discuss, post, or otherwise share manuscript details with third parties or reveal information regarding manuscript correspondence, author or reviewer correspondence, or their interactions.

D. Statement of Originality

Material submitted to *JRRD* **MUST BE ORIGINAL** and not published or submitted elsewhere. All authors are deemed to be individually and collectively responsible for submissions to *JRRD* and are required to forward to the *JRRD* Editorial Office a “Statement of Originality” form signed by **ALL** authors when they submit their original manuscript (form available online through Manuscript Central; please note that the Manuscript Central ID number **MUST** be listed on the “Statement of Originality”). A caveat would be submissions containing material that has previously formed all or part of a doctoral or other academic thesis and that has been published according to the guidelines of the institution granting the degree, as long as the material is not in part or in total a compilation of previously published material from other journals or scientific publications. The “Statement of Originality” form (with all authors’ full names and academic degrees) confirms that the contribution has not been published by or submitted to another journal. By submitting this

form with the manuscript, the corresponding author states that all authors have agreed to be listed as contributors and have seen and approved the manuscript and its content prior to submission. In addition, authors will also be required to submit a “Conflict of Interest” form, discussed at length in the “Conflict of Interest” section (p. 1.12).

E. Clinical Trial Registration

All submissions are expected to comply with the terms set out in the “Guidelines for Contributors,” including International Committee of Medical Journal Editors (ICMJE) specifications (<http://www.icmje.org>). Specific attention must be paid to those submissions requiring registration in a clinical trial registry. As a condition for publication, *JRRD* requires registration in a public trials registry of all trials that meet the minimum registration data set requirement as described by the ICMJE (see next paragraph for clinical trial registries). For this purpose, a clinical trial is any study that prospectively assigns human subjects to intervention or comparison groups to evaluate the cause-and-effect relationship between a medical intervention and a health outcome. All clinical trials that began enrollment before January 1, 2005, must be registered before submission of a manuscript based on the trial. For clinical trials that began patient enrollment after January 1, 2005, trials must have been registered before the onset of enrollment. Studies designed for other purposes, such as to study pharmacokinetics or major toxicity (e.g., phase 1 trials), are exempt. Trial registry names, registration numbers, and the URLs for the registry should be included at the end of the abstract.

PLEASE NOTE: If clinical trial registration is required but has not been completed, authors will not be allowed to continue uploading their submission into Manuscript Central.

Trials should be registered in one of the following trial registries:

- Australian Clinical Trials Registry <http://actr.org.au>
- Clinical Trials <http://www.clinicaltrials.gov/>
- ISRCTN Register <http://isrctn.org>
- Netherlands Trial Register <http://www.trialregister.nl/trialreg/index.asp>
- UMIN Clinical Trials Registry <http://www.umin.ac.jp/ctr>

F. Accepted Manuscripts

Accepted manuscripts are issued a Digital Object Identifier (DOI), have all references confirmed, and have links to PubMed and DOI (Cross-Ref, <http://www.crossref.org/>) added if possible in both the print and online versions. In addition, Web sites listed in the body and reference section of the manuscript are also confirmed and WebCites added if necessary (<http://www.webcitation.org/>). During the substantive copyediting phase of production, all authors will be required to return to the copy editor the signed “Author Approval of Final Proof” form indicating that all authors have reviewed the final PDF prior to publication. Failure to return the form according to the timeline provided by the copy editor (3 days) will result in forfeiture of publication in that issue, with concomitant delay to a future issue at the Editor’s discretion.

Also during this phase, authors **WILL** be required to complete a statement of responsibility that details the specific contributions of every author. The specific level of detail for the disclosure of author contributions will be left to the author(s), but every author listed on the submission is **REQUIRED** to have a contribution listed. In addition, if the manuscript involved human study participants, authors **WILL** be asked to provide a statement indicating whether or not the human study participants will be informed about the accepted publication. (Dorsey ER, Beck CA, Adams M, Chadwick G, de Blieck EA, McCallum C, Briner L, Deuel L, Clarke A, Stewart R, Shoulson I; Huntington Study Group TREND-HD Investigators. Communicating clinical trial results to research participants. *Arch Neurol*. 2008;65:1590–95. [PMID: 19064746](#))

G. Appendixes

JRRD welcomes appendix material for publication. All appendixes are online only, accessed through online links in the PDF and HTML versions of each article. Appendix materials include text, tables, source files, derivations, photographs, figures, graphs, and video material as appropriate. All material will be reviewed by the Editor prior to publication.

H. Letters to the Editor

JRRD stakeholders may address concerns regarding published content, praise, or items of interest to the Editor as a Letter to the Editor. We hope to open an ongoing dialogue between professionals as a means of exchanging information and sharing diverse opinions among disciplines. Letters should relate specifically to material published in *JRRD*. *JRRD* Letters to the Editor are submitted online through Manuscript Central. After the letter is received, it is shared with the author(s) of the original article for rebuttal and both letters are subsequently published back-to-back in the next available issue of *JRRD*. Letters to the Editor are strongly encouraged.

I. Published Manuscripts

1. *Technical Editing*: All manuscripts are professionally edited for content and clarity and for conformity with published references and house style.

- Why does *JRRD* technically edit (copyedit) all published manuscripts?
- To make the articles more accessible to a broad audience, including members of other scientific disciplines.
- To maximize Web exposure and indexing effectiveness by using appropriate key words, citations, terminology, etc.
- To optimize content presentation such that readers will have a favorable perception of the journal and authors can take pride in publishing in *JRRD*.
- To summarize the technical content in an accessible and readable format and promote awareness of the research among the media, veterans, other lay audiences, etc.
- To verify the accuracy of scientific terminology and concepts.
- To provide a consistent, cohesive, and professional “look and feel” to the journal through use of house style.
- To ensure published articles are easy to read and written in correct English.
- To help authors who are not native English speakers improve the clarity of their work.

2. *Web Site*: The *JRRD* Web site can be found at <http://www.rehab.research.va.gov> and fully meets the guidelines set out in Department of Veterans Affairs (VA) Handbook 6102. The Web site allows users to browse articles by topic clusters, single-topic issues, or date. A complete search function has been added, as well as variable text sizing. Also included are links to author resources, such as the technical areas of expertise of the *JRRD* Editorial Board members and reviewer listings. *JRRD* is published for our veterans, so a special section of information and links concerning veteran-centric topics is included. Finally, the *JRRD* Web site features many value-added products, including *JRRD* videos, present and past news releases and e-Alerts, readership survey results, and Twitter links; starting in January 2010, podcasting will be introduced.

3. *Publishing Practices*: *JRRD* is committed to an expedient peer review and publishing practice. Once an article has been edited and booked, the online version is prepared for the *JRRD* Web site. As soon as the article appears on the *JRRD* Web site, the corresponding author is notified and a table of contents e-Alert is forwarded to *JRRD* subscribers on the e-Alert mailing list. Please note that the date the authors are notified of release is the official publication date, since individual issues are not identified by a date stamp. All contents of *JRRD* are in the public domain. Full referencing to previously published *JRRD* content is required for all reprinting utilizations by all authors (including original authors if applicable). Published materials are also submitted to PubMed and indexed by—

- Academic OneFile <http://www.gale.cengage.com/AcademicOneFile/>
- Academic Search Premier <http://www.ebscohost.com/thisTopic.php?topicID=1&marketID=1>
- CINAHL <http://www.ebscohost.com/cinahl/>
- Crossref <http://www.crossref.org/>
- DOAJ <http://www.doaj.org/>
- EMBASE <http://www.embase.com/>
- Engineering Index (Bioengineering Abstracts) <http://catalogue.nla.gov.au/Record/2076871>
- Google Scholar <http://scholar.google.com/>

- ISI Web of Knowledge <http://science.thomson-reuters.com/>
- PubMed <http://www.ncbi.nlm.nih.gov/sites/entrez>
- RECAL <http://cdlr.strath.ac.uk/recal/>
- VINITI <http://www.intertec.co.at/itc2/partners/VIN-ITI/default.htm>
- SportDiscus <http://www.ebscohost.com/this-Topic.php?topicID=585&marketID=1>
- U.S. Government Periodicals Index <http://www.loc.gov/rr/news/extgovd.html>

J. Correction and Retraction

At *JRRD*, we fully recognize our responsibility to publish the highest quality rehabilitation research available and to correct any errors we may have published after they have been brought to our attention by our authors or stakeholders. We offer several types of amendments that are represented by formal printed and online notification in *JRRD*. These amendments are linked to the original publication, since the amendments affect the publication record and/or scientific integrity of the publication. Please note that notification will also be forwarded to PubMed if appropriate.

- Erratum: Consists of notification of an error made by *JRRD* that affects the publication record, scientific integrity, or the reputation of the author(s).
- Corrigendum: Consists of notification of an error made by the author(s) that affects the publication record, scientific integrity, or the reputation of the author(s).
- Retraction: Consists of a notification of invalid results. Please note that before a retraction is published, all authors must sign a letter addressed to the Editor that details the error and which is then published by *JRRD* after review by the Editor. Notification of retraction is forwarded to PubMed. In cases where authors may disagree, one or more *JRRD* Editorial Board members will be consulted and the Editor will then issue the final determination on the disposition of the type of amendment instituted.

K. JRRD Frequently Asked Questions

1. *Is JRRD available online?* Yes. JRRD is available without subscription online at <http://www.rehab.research.va.gov>. Full-text articles are available in HTML and PDF format dating back to 1977. Articles can be easily searched by more than 25 different topic clusters or by year.
2. *How can I subscribe to JRRD?* Subscriptions to JRRD are available at no charge by sending an email request to vhajrrdinfo@va.gov. In the subject line, type "Subscription Request." In the message, type your name and complete mailing address. New subscriptions will begin with the next regularly scheduled issue.
3. *Will JRRD share my subscription information with other companies?* No. JRRD will not sell or share your information with anyone. The JRRD mailing list is maintained solely for the distribution of the journal and the associated JRRD e-Alert.
4. *How frequently is JRRD published?* Beginning in 2009, JRRD plans to release 10 issues each year.
5. *How do I update my mailing address for JRRD?* JRRD subscriptions remain in effect until a written request to suspend a subscription is received. Email requests to update or delete a mailing address from the JRRD mailing list should be sent to vhajrrdinfo@va.gov. Other written requests should be sent to—

JRRD Subscriptions
103 S Gay St, Rm 508
Baltimore, MD 21202
6. *Is there an email alert to notify me when articles are uploaded to JRRD online?* Yes. The JRRD e-Alert is an email notification of issues newly released on the Web and in print. Anyone can subscribe to the e-Alert by sending an email request to vhajrrdinfo@va.gov. Type "Subscribe JRRD e-Alert" in the subject line. New subscriptions will begin with the next regularly scheduled issue.
7. *Do I need to be affiliated with the VA in order to publish with JRRD?* No. Contributions from VA and non-VA affiliated researchers are welcome. Contributions from all parts of the world and from all rehabilitation specialties are accepted.
8. *Where can I find the author guidelines for submitting a manuscript to JRRD?* The JRRD Editorial Policies can be found by visiting <http://mc.manuscriptcentral.com/jrrd> and clicking on the "Instructions and Forms" tab. In addition, the JRRD Editorial Policies are published in the first issue of each volume.
9. *How do I submit an article for publication?* JRRD accepts manuscripts through Manuscript Central only. To sign up for an account with JRRD's Manuscript Central system, please go to <http://mc.manuscriptcentral.com/jrrd> and click on "Create Account" in the upper right-hand corner. Upon receiving your username and temporary password, log on to Manuscript Center, access the author center, and follow the instructions to submit your manuscript.
10. *Is there a charge to authors who publish in JRRD?* No. No submission or publication fees are associated with publishing in JRRD.
11. *How do I obtain permission to reprint material previously published in JRRD?* Unless otherwise specified, the contents of JRRD are in the public domain. Please appropriately cite any reprinted JRRD material.
12. *Do authors need to sign a copyright transfer agreement or exclusive license to have their article published in JRRD?* JRRD does not require authors to assign copyright of their published contributions. After publication in the print edition, authors are free to print out copies of their article to share with colleagues or post on the Web. Dissemination of an author's work for educational and scientific purposes is permitted without restriction and encouraged.
13. *How can I identify articles on a particular subject for my research project?* Users can easily identify articles on a particular subject by searching JRRD's topic clusters at <http://www.rehab.research.va.gov/cluster/index.html>. To facilitate identification of similar articles, we have categorized published research into more than 25 different topic areas.

Click on a topic name to view a complete list of articles on that subject. Additionally, users can search the journal using the search function in the upper right-hand corner of the Web site.

II. GUIDELINES FOR CONTRIBUTORS

A. Purpose and Scope

JRRD is a peer-reviewed scientific publication in the multidisciplinary field of disability rehabilitation. *JRRD* responsibly reports the results of rehabilitation research relevant to veterans. Our goal is to publish cutting-edge research that enhances the quality and relevance of VA rehabilitation research and disseminate biomedical and engineering advances. Priority areas are prosthetics, amputations, orthotics, and orthopedics; spinal cord injury and other neurological disorders (with particular interest in traumatic brain injury, multiple sclerosis, and restorative therapies); communication, sensory, and cognitive aids; geriatric rehabilitation; and functional outcomes research. *JRRD* accepts national and international submissions.

Only original scientific rehabilitation research and development papers (including pilot studies) are accepted. *JRRD* requires authors to document institutional review board procedures on human subjects and animals. In addition, if the manuscript involved human study participants, authors **WILL** be asked to provide a statement indicating whether or not the human study participants will be informed about the accepted publication. (Dorsey ER, Beck CA, Adams M, Chadwick G, de Blieck EA, McCallum C, Briner L, Deuel L, Clarke A, Stewart R, Shoulson I; Huntington Study Group TREND-HD Investigators. Communicating clinical trial results to research participants. *Arch Neurol*. 2008;65:1590–95.

[PMID: 19064746](#))

Submissions accepted are—

- Technical reports describing techniques, procedures, or findings of original scientific research.
- Clinical reports that evaluate the development of a particular prototype, a new clinical technique, or any other topic of clinical interest.

- Single-topic issues or sections (through discussion with the Editor).
- Reviews.
- Letters to the Editor.

Letters to the Editor are encouraged. We hope to open an ongoing dialogue between professionals as a means of exchanging information and sharing diverse opinions among disciplines. Letters should relate specifically to material published in *JRRD*. *JRRD* Letters to the Editor are submitted online through Manuscript Central. The following information must be supplied: full name of author, volume and issue number, and page numbers of original article. In addition, the letter should contain the full name, academic degree(s), and affiliation of the correspondent.

PLEASE NOTE: Manuscript Central collects the names of the first five authors on a manuscript for metadata purposes only. *JRRD* imposes **NO LIMITS** on the number of authors on any submitted manuscript. All authors who contributed to the work should be listed on the manuscript and on both of the required forms (“Statement of Originality” and “Conflict of Interest”).

B. Clinical Trial Registration

As a condition for publication, *JRRD* requires the registration in a public trials registry of all trials that meet the minimum registration data set requirement as described by the ICMJE (<http://www.icmje.org>). For this purpose, a clinical trial is any study that prospectively assigns human subjects to intervention or comparison groups to evaluate the cause-and-effect relationship between a medical intervention and a health outcome. All clinical trials that began enrollment before January 1, 2005, must be registered before submission of a manuscript based on the trial. For clinical trials that began patient enrollment after January 1, 2005, trials must have been registered before the onset of enrollment. Studies designed for other purposes, such as to study pharmacokinetics or major toxicity (e.g., phase 1 trials), are exempt. Trial registry names, registration numbers, and the URLs for the registry should be included at the end of the abstract.

PLEASE NOTE: If clinical trial registration is required but has not been completed, authors will not be allowed to continue uploading their submission.

Trials should be registered in one of the following trial registries:

- Australian Clinical Trials Registry <http://actr.org.au>
- Clinical Trials <http://www.clinicaltrials.gov/>
- ISRCTN Register <http://isrctn.org>
- Netherlands Trial Register <http://www.trialregister.nl/trialreg/index.asp>
- UMIN Clinical Trials Registry <http://www.umin.ac.jp/ctr>

C. Review Process

Scientific manuscripts submitted to *JRRD* are subject to critical peer review by two or more anonymous experts in the field. A manuscript's suitability for publication rests on the results of the peer review and the recommendation of the *JRRD* Editorial Board member assigned to the manuscript.

D. Instructions to Contributors

Authors shall prepare manuscripts in accordance with the following guidelines, which were adapted from the ICMJE's "Uniform Requirements for Manuscripts Submitted to Biomedical Journals" (<http://www.icmje.org>).

1. Manuscripts shall—

a. Be original and in English. For our international authors, we strongly encourage use of a language-editing company that specializes in editing documents written by nonnative English speakers prior to electronic submission. Possible suggestions include American Journal Experts (<http://www.journalexperts.com/>) and Science Docs, Inc (<http://www.sciencedocs.com/index.htm>). (*JRRD* does not endorse either of these companies and makes no claims about the quality of the services provided. Authors are responsible for the cost of these services.)

b. Contain a title; all authors' full names, credentials, and institutional affiliations; abstract, including clinical trial registration information (if required); alphabetized key words (at least 10); funding sources, including grant number(s); abbreviations; section headings that include introduction, methods,

results, discussion, conclusions, acknowledgments, and references; tables; and figures and their captions all in **ONE** file. The "*JRRD* at a Glance" section is submitted separately. Copyright release and/or permission(s) to use previously published material **MUST** be obtained before submission and provided to the *JRRD* Editorial Office. *JRRD* welcomes appendix material for publication. All appendixes are online only, accessed through online links in the PDF and HTML versions of each article. Appendix materials include text, tables, source files, derivations, photographs, figures, graphs, and video material as appropriate. All material will be reviewed by the Editor prior to publication. For additional detail on submission guidelines see ICMJE's "Uniform Requirements."

c. Be submitted online to <http://mc.manuscriptcentral.com/jrrd> in 12-point font, double-spaced with liberal margins, and appropriately paginated for 8 1/2 × 11 in. paper, following all instructions given during the submission process.

2. Specifically, authors must—

a. Indicate whether clinical trial registration is required and whether the registration was completed before submission (requirements described in previous section).

b. Include a signed "Statement of Originality" form (with all authors' full names and academic degrees) confirming that the contribution has not been published by or submitted to another journal. By submitting this form with the manuscript, the corresponding author states that all authors have agreed to be listed as contributors and have seen and approved the manuscript and its content prior to submission. A blank form can be downloaded from Manuscript Central and either emailed, faxed, or mailed to the *JRRD* Editorial Office.

c. Submit a cover letter online stating the name, academic degrees/credentials, institutional affiliation(s), address, telephone number, fax number, and email address of the corresponding author.

d. Complete the online "Conflict of Interest" form ("Instructions and Forms" tab in Manuscript Central) or download and fill out the "Conflict of Interest"

PDF (available from www.rehab.research.va.gov/) to provide disclosure for all conflicts of interest. The form must be emailed (Lloyd.Tinker@va.gov) or faxed (410-962-9670) to the JRRD Editorial Office after the submission has been completed in order for the submission to be processed.

e. List sources of funding, including grant number(s), on the title page of the manuscript and online.

f. Include a statement of responsibility, which details the specific contributions of every author. The specific level of detail for the disclosure of author contributions will be left to the author(s), but every author listed on the manuscript is **REQUIRED** to have a contribution listed.

g. Include a “JRRD at a Glance” paragraph of 100 words or less describing the relevance to the veteran. This plain text, unformatted summary should be written for the layperson at approximately an 8th- to 10th-grade reading level. It should be separate from the manuscript and include a description of which persons will benefit from the work and what the likely benefits will be. It should enable a patient or family member to decide the appropriateness of discussing the research with a healthcare provider. The JRRD Editorial Office will maintain the prerogative to rewrite the section if it does not meet the desired standards, subject to the author’s approval. This section should be uploaded after the manuscript is uploaded.

h. Embed figures (photographs, illustrations, graphs) in the text when submitting online. Use 8- to 10-point Arial bold font for charts and graphics. If the manuscript is accepted for publication, detailed instructions for submission of print-ready figures can be found in the “Technical Specifications” section.

i. Include at least two preferred and any nonpreferred reviewers. Online submission cannot be completed without including the names of at least two preferred reviewers.

j. Preview the complete online submitted manuscript before the end of the submission process as directed. Please email the JRRD Editorial Office (Lloyd.Tinker@va.gov) if an email confirming receipt of the upload is not received within 24 hours.

k. Provide, upon manuscript acceptance, the final version of the manuscript (with all revisions/edits incorporated and redlining removed) and **HIGH-QUALITY, PRINT-READY** figures and graphics (as individual files and **NOT** embedded in the manuscript). These materials must be emailed to Lloyd.Tinker@va.gov. Hard copies and individual electronic files on CD or DVD must be mailed by regular post to the JRRD Editorial Office addressed to Editor, *Journal of Rehabilitation Research and Development*, 103 South Gay Street, 5th Floor, Baltimore, MD 21202-4051. The materials that are emailed and sent by regular post **MUST BE IDENTICAL**.

E. Technical Specifications

1. *Abstracts*: Shall be limited to 200 words and submitted with the manuscript. Shall give the factual essence of the manuscript and be suitable for separate publication in index journals. Shall include clinical trial registry names, registration numbers, and the URLs for the registry, if required.

2. *Key Words*: At least 10 alphabetized key words shall be listed on the title page of the manuscript.

3. *Abbreviations*: Abbreviations or acronyms that are used more than once in the text of the manuscript are included. If an abbreviation only appears once, its spelled-out form is used. Conversely, once an abbreviation or acronym has been identified, the abbreviation replaces the spelled-out form of the term. Abbreviations shall be listed on the title page of the manuscript before the funding information.

4. *Section Headings*: Introduction, Methods, Results, Discussion, Conclusions, Acknowledgments, and References. For general information about these section headings, please refer to ICMJE’s “Uniform Requirements.” For more detailed information regarding JRRD style, see *Chicago Manual of Style*, 15th ed. Chicago (IL): The University of Chicago Press; 2003. p. 43–56, and *AMA Style Manual*, 10th ed. New York (NY): Oxford University Press; 2007.

5. “JRRD at a Glance”: This summary of the research should be 100 words or less and written for the layperson at approximately an 8th- to 10th-grade reading level. It should be separate from the manuscript

and include a description of which persons will benefit from the work and what the likely benefits will be. It should enable a patient or family member to decide the appropriateness of discussing the research with a healthcare provider. The *JRRD* Editorial Office will maintain the prerogative to rewrite the section if it does not meet the desired standards, subject to the author's approval.

6. *Figures*: Graphics (i.e., drawings, illustrations, schematics, charts, graphs, and so forth) and photographs may be used for clarifying the text. After the manuscript has been accepted for publication, images can no longer be embedded in the text and **EACH FIGURE** must be submitted as an **INDIVIDUAL FILE** on CD or DVD with the final version of the manuscript as well as through email (Lloyd.Tinker@va.gov) according to the following guidelines:

a. Reduced to 3 1/2 in. (8.9 cm) wide, and submitted at a resolution of 300 dpi or greater. (Some special images may be 7 1/4 in. [18.4 cm] wide and no more than 7 1/2 in. [19 cm] high.) We recommend that authors design supporting artwork at 3 1/2 in. wide and inspect their figures at this size to ensure readability. Choose various colors and patterns that provide enough contrast as black and white images. Arial 8- to 10-point bold works well for text with 3 1/2 in. wide images. Use of color for figures is at the discretion of the Editor.

b. Sent as separate electronic files in .tif, .eps, or .jpg format on a CD or DVD and through email along with the final version of the manuscript. Do **NOT** embed the images in the text.

c. Mailed as hard copies with the final version of the manuscript. Include the figure number; indicate "Top" of figure if necessary.

PLEASE NOTE—

PowerPoint or CAD-CAM formats are **UNACCEPTABLE**. If images were created in PowerPoint, authors must print them at 1200+ dpi directly from PowerPoint onto high-quality, smooth, white 32 lb paper and then scan them at 400+ dpi resolution as .tif or .jpg files. This procedure will provide a sharp

image. If the image is saved as a .tif or .jpg directly from PowerPoint, the image will not be sharp; it will be soft and of poor quality. This method is therefore **UNACCEPTABLE**. The same applies to any other program that does not convert files into clean, sharp, printable images.

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